

**Springville Memorial Library Board Meeting**  
**February 12, 2020, 6:30 PM**  
**Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on February 12<sup>th</sup>, 2020 by President Deb Vaughn.

Present were: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, James Porter, and Deb Vaughn. Linda Eldred, Melanie Vaughn and Eunice Riesberg were also in attendance.

**Special Board Training** - "Trustees: Who We Are and What We Do." Presented by Eunice Riesberg, District Consultant, State Library of Iowa.

**Agenda:** Motion by Carnahan, second by Porter to approve the agenda as presented, all ayes, motion carried.

**Public Comment:** None

**Friends' Report:** Moved their display, sale is going well.

**Minutes:** Motion by Davis, second by McCall to approve the minutes of the January 8<sup>th</sup>, 2020 meeting as presented, all ayes, motion carried.

**Bills:**

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<b><u>CREDIT CARD CHARGES:</u></b>			
Amazon	1/29/2020	DVDs	\$99.03
Amazon	1/29/2020	Tape, Dry Erase Calendar, Magnets	\$66.84
Letter Perfect	1/15/2020	Wall Leaf	\$19.50
CHARGE TOTAL:			\$185.37
Broad Reach Books	9/10/2019	Books	\$337.36
Baker and Taylor	12/24/19-1/17/20	Books	\$148.78
Micromarketing Inc	1/16/20-1/30-20	Audio Books	\$261.98
OMC	1/15/2020	(\$109.55)Meter Reading/Quarterly Fee(\$204)	\$313.55
Iowa Prison Industries	1/13/2020	Bookshelves (Savings)	\$2,325.00
<b>Total Bills to be Approved</b>			<b>\$3,572.04</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$457.86
Black Hills Energy			\$273.56
Wapsi Waste			\$12.00
Springville Telephone			\$40.63
<b>Total Utilities</b>			<b>\$784.05</b>
<b>Total Bills</b>			<b>\$4,356.09</b>

Discussed the bills to be paid. Motion by McCall, second by Davis, to approve the modified cost of the bookcase shelving as presented, all ayes, motion carried. Motion by Davis, second by Carnahan to pay the bills as presented, all ayes, motion carried.

**Income:**

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$28.00
Donations	001-410-2-4705	\$136.00
SILO	001-410-1--4550	\$2.00
Buresh Room Rental	001-410-4-4310	\$105.00
Recreation Concessions	001-410-1-4755	\$2.50
Savings	169-410-2-4705	\$485.50
Total Amount Deposited		\$758.50

**Financial Report:** Review financial reports from City.

**Director's Report:**

**Circulation:** City: 215 Rural: 255 Open Access: 38 SILO: 5  
**Computer users:** 359  
**Patrons through the door:** 1,539  
**Bridges eBook downloads:** 77  
**Study Room Use:** 30 with 50 patrons  
**Buresh Room Use:** 5 paid rental, 8 library uses, 0 City  
**Volunteers:** 29 Volunteers for 78 hours

**Program totals for January 2020**

January	Activities	children	adults
2-Jan	story time	3	2
5-Jan	crafternoon		20
6-Jan	book group		5
8-Jan	activity	27	6
9-Jan	story time	2	1
15-Jan	activity	27	5
16-Jan	story time	4	2
29-Jan	activity- movie	27	6
total	137	90	47

**Yearly movies to date: 11**

**Director & Assistant Library Director Updates –**

- **CE Credits:** I'm behind but will be reviewing the CE Credit Archives to catchup.

- **Charity Grant Program:** Finalizing our kit needs and pairing them with companion books. Will make a list for matching funds and will approach them when it is ready.
- Purchases made at Menards should be on the Menards charge as no taxes are paid.
- **Linn County Librarian Association Meeting:** Discussed contracts with cities with no libraries to use our library.

#### **Old Business:**

1. **Budget:** Presented to City Council and awaiting any feedback from them.

#### **New Business:**

1. **Home Delivery:** Motion by Allsup, second by Cooper to approve the Home Delivery Program policy and form as amended, all ayes, motion carried.

#### **Correspondences and Announcements:**

- Cooper handed out Job Description for Custodian for review.
- Thank you card from Eldred family for memorial donation.
- Linda would like to donate a wheelchair for use at the library for anyone to use. Have available to other city entities as well.
- Thank you from the school for allowing the student volunteers.

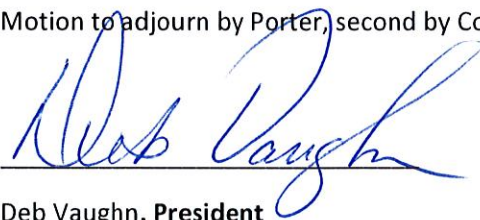
#### **Agenda items for Next Meeting:**

- Building Issues
- Procedures
- Custodian Job Description
- Fine Policy
- Committee reports

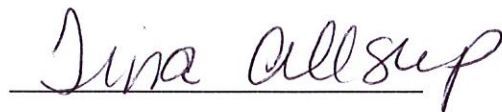
#### **Next meeting:**

- Board meeting on March 11th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by Cooper all ayes, motion carried. Meeting adjourned at 8:00 PM.



Deb Vaughn, **President**



Tina Allsup, **Secretary**



# Bills

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<b><u>CREDIT CARD CHARGES:</u></b>			
OfficeMax	10/8/2019	Paper(already paid)	\$36.56
OfficeMax	1/9/2020	Paper, Tape, Sharpies( already paid)	\$52.45
Kevin's A1 Vacuum	2/12/2020	New Vacuum	\$275.00
Target	2/28/2020	Frozen II DVD	\$27.38
Amazon	2/21/2020	Labels, book ends, hole punch	\$47.06
Sam's Club	2/18/2020	Buresh Tables(Savings)	\$135.96
CHARGE TOTAL:			\$598.80
Menards	2/23/2020	Cleaning supplies	\$24.39
Gardner Media	8/31/2019	Books	\$76.71
Baker and Taylor	1/31/20-2/19/20	Books	\$261.79
Smart Apple Media	3/2/2020	Books	\$242.72
Micromarketing Inc	2/20/20-2/25/20	Audio Books	\$95.00
Martelle Library		Coloring Posters(Summer Reading)	\$75.10
Biblionix	2/14/2020	Migration to Apollo, Subscription Fee, Gabbie Texting Service	\$2,400.00
Midwest Living		1 Year Renew	\$8.00
Country Farmhouse		1 Year Renew	\$21.98
<b>Total Bills to be Approved</b>			\$3,780.10
<b>Utility Bills- Preapproved</b>			
Alliant Energy			492.73
Black Hills Energy			295.85
Wapsi Waste			\$12.00
Springville Telephone			41.83
<b>Total Utilities</b>			\$12.00 842.41
<b>Total Bills</b>			\$3,792.10 4622.51

## Income Report

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$105.90
Donations	001-410-2-4705	\$35.00
SILO	001-410-1--4550	\$8.00
Buresh Room Rental	001-410-4-4310	\$225.00
Recreation Concessions	001-410-1-4755	\$1.25
Savings	169-410-2-4705	
Total Amount Deposited		\$34,195.23

Checks this month:

County check for \$33,820.08

Checks for copies: \$3.00, \$3.00 \$34.50

Buresh Checks: \$120.00 (Monday Niters), and three checks for \$35.00

Donation checks: \$20.00, \$15.00